

## ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

## Correspondence

**FROM:**

## EXTENSION

NO.

DATE \_\_\_\_\_

Director of Logistics

TO: (Officer designation, room number, and building)

DATE \_\_\_\_\_

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Personnel

## CONCURRENCE

2.

3.

Deputy Director for Support

**APPROVAL**

4.

5.

Director of Logistics

6.

**7.**

Chief, Real Estate &  
Construction Division

8.

9.

10.

11.

12.

13.

14.

15.

FOR TRAINING PURPOSES ONLY